



**Department of Workforce Services**  
**REQUEST FOR CHILD CARE BENEFITS FOR A CHILD WITH SPECIAL NEEDS**

- Benefits may be available for employed parents and child care providers who provide child care for children with disabilities when the cost of providing child care is greater than the cost of providing child care for children without disabilities.
- This form is generated whenever a parent requests additional child care subsidy because they have a child with special needs. An assessment of the child's disability in relationship to child care needs is necessary before additional funding is made available.
- The child may be eligible to receive the infant rate of pay until such time as the child no longer needs ongoing special care. In addition, providers may apply for a one-time grant to help purchase equipment, supplies, modifications or renovations in order to serve a child with special needs.

<b>CHILD AND PARENT INFORMATION - Complete this section to identify the child and parent applying for special needs benefits. PLEASE PRINT.</b>			
Child's Name		Child's Birth Date     /     /	PACMIS #
Parent's Name		Child's School or other placement	
Home Phone		Work Phone	
Street Address		City	State     Zip
<b>CHILD CARE PROVIDER INFORMATION</b>			
Provider Name		Business Phone	
Street Address		City	State     Zip

<b>DISABILITY INFORMATION - The certified professional will confer with the provider to evaluate if the child's disability requires special consideration/additional costs in order to access child care.</b>	
Primary Disability (Specify)	Other Disability (Specify)
Supports Requested:  ' <u>Accommodation Grant</u> One-time grants may be awarded to help child care providers purchase equipment, supplies, modifications, renovations, etc. (not to exceed \$1000). Description and cost of the accommodation needed:  *GRANT MAY REQUIRE ADDITIONAL INFORMATION	" <u>Increased rate</u> for payment may be allowed to help cover the additional costs for serving a child with disabilities. Description of how the additional funding will facilitate child care:
In my opinion, this child's disability meets specified criteria thus warranting additional funding to access child care.   ' Yes   ' No	
A certified professional shall describe the reason for additional supports (use more sheets if needed) if the accommodation needed is in addition to the supports offered to a typical child receiving child care.	
As a certified professional, I have assessed the needs of the child, contacted the child care provider and have determined that additional accommodations are needed. To the best of my knowledge I find the accommodations proposed here are an appropriate benefit for this child.	
Signature/Certification/License	Agency     Date
Title	Work Phone

I agree the requested accommodation is necessary for my child at this time.  
if the accommodation becomes unnecessary at any time in the future I agree  
to instruct my child care provider and to contact Workforce Services.

\_\_\_\_\_  
Parent's Signature

## **Instructions for Approved Agencies**

**Baby Watch Early Intervention Program  
Division of Services for People with Disabilities  
Division of Mental Health  
Local School Districts**

Referrals may happen through various sources

- The approved agency should work with the parent and child care provider to verify the disability and determine what accommodations, if any, are needed in addition to supports offered to a typical child receiving child care
- Once a determination has been made, list reasons for the additional supports, if any, and sign the form.
- All areas on the form should be completed
- Keep a copy of the form and give the first 2 sheets to the parent.
- Instruct the parent to take the original to the local DWS office for processing.